

Mono County Community Development Department

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Planning Division

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DIRECTOR REVIEW PERMIT APPLICATION & PROCEDURAL INFORMATION

I. INTRODUCTION

A Director Review permit is an administrative permit issued by the Planning Director, which avoids the time and expense of a public hearing before the Planning Commission. Director Review permits typically are issued when sufficient standards are contained in the Zoning and Development code, when projects are minor in nature and not controversial, and when exempt from the California Environmental Quality Act (CEQA).

Director Review permits may be processed with or without notifying adjacent property owners. A Director Review permit without notice to adjacent property owners takes approximately one to three weeks to process. A Director Review permit with notice takes approximately four to six weeks, including a 10 day review and comment period.

II. APPLICATION PACKAGE SHALL CONSIST OF:

- A. Completed application form (one copy).
- B. Completed Project Information Form (one copy).
- C. Detailed plot plans meeting the requirements of the attached plot plan guidelines. One full size copy (blue prints) and one reduced version, no larger than 11" X 17", should be submitted.
- D. Elevations or flat scale drawings of the proposed project. One full size set and one reduced set, no larger than 11" X 17", should be submitted.
- E. Floor plans of the proposed project. One full size set and one reduced set, no larger than 11" X 17", should be submitted.
- F. Deposit for project processing:
 - Director Review -- \$430.00
 - Director Review with Notice -- \$430.00
- G. Environmental Review (CEQA):
 - Categorical Exemption -- \$50.00

III. APPLICATION REVIEW PROCEDURE:

- A. Application package submitted to the Planning Department.**
- B. Planning Staff review of the application package.** If determined incomplete, the applicant will be notified of the deficiencies. If the package is deemed complete, the Planning Director will determine whether to review the project with or without notice to adjacent property owners. If the Director determines to issue the permit with notice, a notice will be sent to the affected property owners. The comment period for property owners is 10 days.

C. Preparation of Permit and Environmental Document. Once the package is complete and, if applicable, the comment period for noticed projects is over, staff will prepare the permit and the categorical exemption.

D. Review by Director. The Planning Director will review the permit and take action. The permit may be denied, approved, or approved with conditions.

The applicant will be sent a copy of the permit showing the Planning Director's decision. The Director Review Permit becomes effective fifteen (15) days following the date of the Director's decision unless an appeal is filed.

E. Appeal of the Decision. The applicant or other interested parties can appeal the decision of the Planning Director to the Planning Commission. If an appeal is filed, the permit will not be issued until the appeal is considered and a decision is rendered by the Planning Commission. A completed appeal application with accompanying fees must be filed with the Planning Department within 15 days of the date of the decision.

DIRECTOR REVIEW APPLICATION

APPLICATION #	_____
DATE RECEIVED	_____
FEEES RECEIVED	_____
BY	_____
RECEIPT #	_____
CHECK #	_____
CASH	_____

TO BE COMPLETED BY APPLICANT

NAME OF APPLICANT/AGENT _____

ADDRESS _____
(Street, Box #) (City) (State) (Zip)

TELEPHONE # _____

NAME OF OWNER, IF OTHER THAN APPLICANT _____

ADDRESS _____
(Street, Box #) (City) (State) (Zip)

TELEPHONE # _____

DESCRIPTION OF PROPERTY

Assessor's Parcel Number(s) _____

General Plan Designation _____ Zoning _____

PROPOSED USE: Applicants should describe the proposed project **in detail** (Use additional sheets, if necessary). Note: An incomplete or inadequate project description may delay project processing.

I CERTIFY UNDER PENALTY OF PERJURY that I am: ☐ legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ☐ corporate officer(s) empowered to sign for the corporation, or ☐ owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

Signature

Date

Signature

Date